

### Section 17.3 Bereavement Leave

(a) In the event of a death in the immediate family of an employee, the employee shall, upon written request, be granted such time off, with pay, as is necessary to make arrangements for the funeral and attend same, not to exceed three regularly scheduled work days. This provision shall not apply if the death occurs while the employee is on leave of any kind other than vacation or compensatory time off. Only in the event that the funeral takes place at a location more than 150 miles away from the City of San Bruno will reasonable time off for travel be allowed, not to exceed one regularly scheduled work day for travel in each direction.

(b) For the purposes of this provision, the immediate family shall be restricted to father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, mother of domestic partner, father-in-law, father of domestic partner, grandparents, grandchild, stepchild, child of domestic partner, and stepparent.

(c) Bereavement leave applies only in the instance in which the employee attends the funeral, or is required to make funeral arrangements, but is not applicable for any other purpose, such as settling the estate of the deceased.

(d) The City Manager may grant bereavement leave for deaths of other persons if the Manager determines that special circumstances are applicable. In addition, an employee may use sick leave, subject to the same limitations as

Bereavement Leave, upon the death of an aunt, uncle, nephew, niece, great-grandchild, great-grandparent, or other person with the approval of the department head.

### Section 17.4 Management Leave

(a) The following positions are classes where compensation is on the basis of responsibility carried rather than time spent on the job. Since these employees are not eligible for overtime compensation, 60 hours of management leave per fiscal year is authorized. No compensation shall be due to the employee for management leave should the employee leave the service of the City or be terminated.

Accountant  
Assistant Director (Finance/Library Services)  
Assistant/Associate Engineer  
Assistant/Associate Planner  
Building Official  
CATV Business Manager  
CATV Programming Coordinator  
CATV System Engineer  
Children's Services Manager  
Deputy Public Works Director (A&E/M&O)  
Financial Services Supervisor  
Housing & Redevelopment Manager  
Information Technology Analyst  
Library Services Manager  
Management Analyst I/II  
Maintenance Services Manager  
Recreation Services Manager  
Recreation Services Supervisor  
Technical Services Librarian

(b) Accrual over 60 hour limit. FLSA-exempt employees receiving 60 hours of Management Leave are eligible for consideration of additional hours of Management Leave up to a total of 80 hours per year based on demonstrated work performance. A determination that an employee is eligible to receive additional hours of Management Leave shall be submitted by the department head to the City Manager after the employee has demonstrated work performance. The approval of the City Manager shall be final and not subject to the grievance procedure.

(c) Maximum Accumulation. Employees accruing management leave may accumulate up to a maximum of twice the employee's annual accrual rate. Employees who accrue above this maximum must take the excess leave within 30 days after exceeding the accrual.

(d) Annual Buyout Option. The City will allow an employee to buy out any management leave hours on a once per year basis; such credits will be paid in the first pay period of December. Credits available for buyout will be those accumulated as of November 20th.

#### Section 17.5 Vacation

Employees in classifications set forth in Appendix "A" shall accrue vacation at the following rate: